

Title:	Submitting and Routing Classification Requests	
Purpose:	To identify the procedures to be followed in the submitting and routing of classification requests for the initial allocation or reallocation of positions.	
Issued by:	Classification and Pay	Date: February 15, 2005
References:	Mayor's Directives 62 (2-7-72), 113 (4-25-75) and 118 (9-4-75); Administrative Directives Manual Number 213.5.	

GENERAL INFORMATION

Departments and agencies of the executive branch (except Board of Water Supply) are to submit all classification requests for the initial allocation or reallocation of positions in accordance with the procedures set forth in the attached Revised Manpower and Equipment Procedures, Number 213.5, Administrative Directives Manual.

Budget forms BF129 (Request to Fill and Reallocate) and BF130 (Request to Create and Fill) must be used to submit all classification requests. These forms are now eforms accessible through the City's intranet. Instructions for submitting position description via eforms are included in Preparing and Processing Position Descriptions at IV-2.